



SYRACUSE CITY SCHOOL DISTRICT

Anthony Q. Davis, Sr., Superintendent of Schools

Office of Finance

Michael Puntschenko, Chief Financial Officer

January 14, 2025

RFP #SCSD2025-005 – Internal Audit Services: Addendum #1

NOTICE TO ALL POTENTIAL RESPONDENTS

This Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

1.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP.

Item	Questions and Answers
1.1	<p><u>Question:</u> On page 2 the RFP says the award date is scheduled for 5/13/25, but page 3 says the district prefers work to begin in February. Can you clarify the expected award date and planned start date?</p> <p><u>Answer:</u> The RFP award is tentatively scheduled for approval at the Board of Education meeting on 5/13/25 with internal auditing services beginning with the 2025-26 fiscal year and the initial Annual Risk Assessment report to be completed by April 2026.</p>
1.2	<p><u>Question:</u> On page 5 of the RFP in fees indicates bidders are to provide an all-inclusive price which sounds like a fixed fee, but the quote sheet it references on page 17 seems to ask for just a blended hourly rate for all internal audit services besides the risk assessment which does provide a line for a fixed fee based on the blended hourly rate and estimated hours we are to document. Is it acceptable to just provide a blended hourly rate for the internal audit services besides the risk assessment?</p>

	<p><u>Answer:</u> As indicated on page 17 of the Proposal Quotation Sheet, for the Annual Risk Assessment engagement fee, each proposer should provide:</p> <ol style="list-style-type: none"> 1. A not to exceed maximum total amount to be charged each year for completion of the Annual Risk Assessment 2. One per hour rate that will be used to bill for the actual hours worked to complete the Annual Risk Assessment 3. The estimated number of hours expected to be needed to complete the Annual Risk Assessment <p>The amount to be billed for completion of the Annual Risk Assessment cannot exceed the total amount proposed but may be less than this amount if the actual hours required to completed the assessment multiplied by the hourly rate is less than this maximum allowable amount.</p>
1.3	<p><u>Question:</u> Does SCSD have an internal audit department, or are all these services outsourced to a firm?</p> <p><u>Answer:</u> All internal auditing services are outsourced to a firm.</p>
1.4	<p><u>Question:</u> Does SCSD have a planned annual spend for these internal audit services the next few years?</p> <p><u>Answer:</u> The 2025/26 budget is under development at this time, so an estimate is not available currently.</p>
1.5	<p><u>Question:</u> How much was spent on these services in the last fiscal year if this was work was sourced to a firm?</p> <p><u>Answer:</u> The budgeted amount for 2024-25 for all outsourced internal and external auditing services is \$204,600.</p>
1.6	<p><u>Question:</u> Does this mean that only businesses that are an M/WBE or physically located in the City will be considered?</p> <p><u>Answer:</u> No, being a Minority or Women-Owned Business (M/WBE) or a local business is not required. However, SCSD is committed to providing M/WBE's and our local businesses equal opportunities and encourages them to participate in all aspects of the procurement process. Our scoring rubric on page 6 reflects this commitment.</p>
1.7	<p><u>Question:</u> Will prior internal audit report and corresponding working papers be available for review to the awarded firm?</p> <p><u>Answer:</u> Yes, the final reports will be available to the awarded firm after award.</p>

Sincerely,

Michael Puntschenko, Chief Financial Officer

END OF ADDENDUM